**Administration for Children and Families**

Administration on Children, Youth and Families

Competitive Abstinence Education Grant Program
HHS-2012-ACF-ACYF-AR-0553
Application Due Date: 08/06/2012

Competitive Abstinence Education Grant Program

HHS-2012-ACF-ACYF-AR-0553

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**Department of Health & Human Services**
**Administration for Children & Families**

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| **Funding Opportunity Title:** | Competitive Abstinence Education Grant Program |
| **Announcement Type:** | Initial |
| **Funding Opportunity Number:** | HHS-2012-ACF-ACYF-AR-0553 |
| **CFDA Number:** | 93.060 |
| **Due Date for Applications:** | **08/06/2012** |

***Notice:*** On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.


**Executive Summary:**

The Family and Youth Services Bureau (FYSB) is accepting applications to provide support to public and private entities for the development and implementation of the Competitive Abstinence Education (CAE) program. Acceptable applications will be designed to provide abstinence education as defined by Section 510(b)(2)(A)-(H) of the Social Security Act, 42 U.S.C. § 710(b)(2),adolescents. The anticipated number of awards is 6 to 23 funded at $200,000-$800,000 over the 2-year project period.


## I. Funding Opportunity Description

### Statutory Authority

The Competitive Abstinence Education (CAE) program is funded generally under the authority of Section 1110 of the Social Security Act, 42 U.S.C. § 1310, and specifically by the appropriation for General Departmental Management for the Office of the Secretary under Division F, Title II of the Consolidated Appropriations Act, 2012, Pub.L. 112-74 and given below.

> *"Provided further, That of the funds made available under this heading, $5,000,000 shall be for making competitive grants to provide abstinence education (as defined by section 510(b)(2)(A)-(H) of the Social Security Act) to adolescents, and for Federal costs of administering the grant: Provided further, That grants made under the authority of section 510(b)(2)(A)-(H) of the Social Security Act shall be made only to public and private entities that agree that, with respect to an adolescent to whom the entities provide abstinence education under such grant, the entities will not provide to that adolescent any other education regarding sexual conduct, except that, in the case of an entity expressly required by law to provide health information or services the adolescent shall not be precluded from seeking health information or services from the entity in a different setting than the setting in which abstinence education was provided."*

Abstinence education, as referenced in the preceding appropriations language, is defined by Section

510(b)(2)(A)-(H) of the Social Security Act (42 U.S.C. § 710) as follows:

> "For purposes of this program, the term "abstinence education" means an educational or motivational program that:
>
> (A) has as its exclusive purpose, teaching the social, psychological, and health gains to be realized by abstaining from sexual activity;
>
> (B) teaches abstinence from sexual activity outside marriage as the expected standard for all school age children;
>
> (C) teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems;
>
> (D) teaches that a mutually faithful monogamous relationship in the context of marriage is the expected standard of human sexual activity;
>
> (E) teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects;
>
> (F) teaches that bearing children out-of-wedlock is likely to have harmful consequences for the child, the child's parents, and society;
>
> (G) teaches young people how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and
>
> (H) teaches the importance of attaining self-sufficiency before engaging in sexual activity."

**Description**

**Background of Funding for the Competitive Abstinence Education Program**

The U.S. birth rate for females aged 15 to 19 was 34.3 births per 1,000 females in 2010, based on birth certificate data collected in the National Center for Health Statistics (NCHS) National Vital Statistics System (NVSS). Fewer babies were born to teenagers in 2010 than in any year since 1946 (NCHS, Brief #89, April 2012). Although this was a historic low for the United States, that rate was higher than in a number of other developed countries. (U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, NCHS, Vital and Health Statistics, 2011). The declines in teen childbearing are attributed to the impact of strong prevention messages (NCHS, Brief #89, 2012).

A recent report from the Center for Disease Control and Prevention (CDC) shows that many adolescents and young adults in the U.S. engage in sexual risk behaviors and experience negative sexual and reproductive health outcomes. For example:

- According to the most recent estimates, females aged 15 to 19 continue to have higher rates of chlamydia and gonorrhea than any other age or sex group (U.S. Department of Health and Human Services, CDC, NCHS, Vital and Health Statistics, 2011).
- The latest data analyzing trends for 2010, shows that although & reported rates [of gonorrhea] are at historically low levels, cases increased slightly from last year and more than 300,000 cases were reported in 2010. There are also signs from other CDC surveillance systems that the disease may become resistant to the only available treatment option. (http://www.cdc.gov/std/stats10/trends.htm). A quarter of females aged 15 to 19 years, and 45 percent of those aged 20 to 24 years, had a human papillomavirus (HPV) infection during 2003 and 2004.

**Purpose and Program Design of the CAE Program**

**1. Purpose**

The CAE program will support programs that are designed to promote abstinence education as defined by

Section 510(b)(2)(A)-(H) of the Social Security Act, 42U.S.C. § 710(b)(2)(A)-(H), for adolescents, with a focus on those groups which are most likely to bear children out-of-wedlock.

**2. Promoting Behavioral Health through Positive Youth Development**

The Administration on Children, Youth and Families is committed to promoting the behavioral health and social and emotional well-being of vulnerable young people through a strengths-based, positive youth development (PYD) approach. Historically, many programs concentrated on a specific problem behavior, like teen sexual activity, and involved narrowly-focused interventions and educational activities for that problem. Increasing research on risk and protective factors, however, has highlighted the important roles that multiple aspects of young people's attitudes, behaviors, relationships, and environments have in predicting problem behaviors like early sexual activity.[1]

Moreover, at least two rigorous reviews of the evidence on teen pregnancy prevention programs indicate that particularly effective interventions are those that use multi-component youth development approaches serving high-risk populations.[2] [3] This body of research indicates that programs need to address broader aspects of youths' social-emotional well-being in order to positively impact risky sexual behavior. In other words, PYD programs not only target early sexual activity, but they also target the risk and protective factors in young people's lives that are known to influence sexual activity.

Positive youth development is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing multiple opportunities, fostering positive relationships, and furnishing the support needed to build their skills, sense of mastery, and leadership strengths. Positive youth development programs promote a number of outcomes in youth, including social skills, emotional competence, positive relationships with peers and adults, and civic and school engagement. Typical elements of PYD program models include on-going structured activities that facilitate progressive skill-building, positive interactions between youths and peers as well as adults, and high levels of youth participation and engagement.

A PYD programming approach that works with vulnerable youth should take into account the trauma and mental health needs of many young people who have experienced maltreatment, abuse, or exposure to violence. Childhood abuse, neglect, and exposure to other traumatic stressors, known as adverse childhood experiences (ACE), are common. The short- and long-term outcomes of these childhood exposures include a multitude of health and social problems, including early initiation of sexual activity and adolescent pregnancy.[4] Young people in foster care and those experiencing homelessness have particularly high rates of ACEs. These ACEs, in turn, have important implications for teen pregnancy. By age 19, nearly half (48 percent) of teen girls in foster care have been pregnant and teen girls in foster care are 2.5 times more likely to become pregnant by the age of 19 than their peers not in foster care.[5] A nationally representative longitudinal survey indicated that running away increased the likelihood of an adolescent girl becoming pregnant within a year by 67 percent.[6]

All youth in foster care, by the very fact of their placement in out-of-home care, have been exposed to some significant level of ACEs. The consequences of ACEs in this population are clear. National Survey of Child and Adolescent Well-being (NSCAW) data, for example, indicate that nearly half (48 percent) of children who were reported to child protective services, ages 2-14, have clinically significant emotional and behavioral problems.[7] With regard to ACEs among youth experiencing homelessness, one national study, for instance, reported that 61 percent of runaway and homeless youth have been maltreated, with high rates of physical abuse, emotional abuse, sexual abuse, and neglect.[8] Adverse experiences remain at high levels for many homeless young people after going to the streets, particularly in the forms of both witnessing and being victims of multiple types of violence.[9] For youth with experiences of trauma, this means that program planning should take into account underlying skills, competencies, and attitudes that improve basic functioning across a range of life domains. For example, effective programming that supports mental health, development of coping strategies, and increased protective factors in a youth's life can minimize a young person's risk of problematic behavior and increase his or her capacity to thrive.

The Administration on Children, Youth and Families anticipates a continued focus on social and emotional well-being as a critical component of its overall mission to ensure positive outcomes for all children, youth and families.

**3. Goals, Objectives and Logic Models**

Applicants are required to submit goals, objectives, and logic models for the proposed project in their applications. Each applicant should have

- A program-specific goal(s) statement;
- Up to three outcome objectives that clearly state expected results or benefits of the intervention proposed and link with the goal(s) statement, as well as multiple process objectives; and
- A logic model demonstrating how proposed inputs and activities will lead to the outcome objectives and ultimately the achievement of the goal(s) statement.

A goal is a general statement of what the project expects to accomplish. It should reflect the long-term desired impact of the project on the target group(s) as well as reflect the program goals contained in this Funding Opportunity Announcement. Applicants should outline the vision and short/long-term goals of the proposed program in the goal(s) statement.

An objective is a statement that defines a measurable result the program expects to accomplish. All proposed objectives should be specific, measurable, achievable, realistic, and time-framed (S.M.A.R.T.).

- Specific: An objective is to specify one major result directly related to the program goal, state who is going to be doing what, to whom, by how much, and in what time-frame. It must specify what will be accomplished and how the accomplishment will be measured.
- Measurable: An objective must be able to describe in realistic terms the expected results and specify how such results will be measured.
- Achievable: The accomplishment specified in the objective must be achievable within the proposed time line and as a direct result of program activities.
  Realistic: The objective must be reasonable in nature. The specified outcomes, i.e. expected results, must be described in realistic terms.
  Time-framed: An outcome objective must specify a target date or time frame for its accomplishments.
- Outcome objectives i.e. S.M.A.R.T. objectives related to the outcomes of the program must be supported with several process objectives i.e. S.M.A.R.T. objectives related to the processes or activities of the program. ACYF has offered guidance on preparing logic models to CAE grantees. Successful applicants will benefit from the information contained in theLogic Model Tip Sheet.

**4. Program Effectiveness**

There is a growing body of literature on effective interventions for reducing rates of teen pregnancy. These interventions range in program models and target populations. These evidence-based programs have demonstrated impacts on sexual activity, including delaying initiation of sexual activity. We encourage applicants to review effective programs to determine whether those interventions can be adapted subject to copyright restrictions to meet the requirements of programs designed for this grant. In addition, some abstinence-only program models have shown effectiveness. Although the following two examples of effective abstinence-only programs do not incorporate all of the A-H elements, they are included here for consideration in making adaptations. Recently a study by Jemmott et al. (2010) reported on an abstinence intervention called*Promoting Health Among Teens* that reduced sexual initiation. The authors described the intervention as promoting: " ... abstinence to eliminate the risk of pregnancy and STIs including HIV. The curriculum was designed to (1) increase HIV/STI knowledge; (2) strengthen behavioral beliefs supporting abstinence, including the belief that abstinence can prevent pregnancy, STIs, and HIV, and that abstinence can foster attainment of future goals; and (3) increase skills to negotiate abstinence and resist pressure to have sex. The intervention did not contain inaccurate information, portray sex in a negative light, or use a moralistic tone. The training and curriculum manual explicitly instructed the facilitators not to disparage the efficacy of condoms or allow the view that condoms are ineffective to go uncorrected.

For more information go to Promoting Health Among Teens.

In addition, applicants may refer to the *Making a Difference* program, which is another abstinence-based program.

An intervention that does meet federal criteria for abstinence-only programs is *Heritage Keepers Abstinence Education*, a classroom-based curriculum tested with seventh through ninth grade students that teaches the benefits of remaining abstinent until marriage and the risks associated with premarital sexual activity. It aims to teach students resistance skills and tactics to help them practice abstinence and build relationships without having sex. It also provides information about male and female reproductive systems as well as STDs. It is delivered during required health classes on consecutive days. The materials are grouped into the five sections, each of which contains writing exercises, discussion, and/or role-playing or other activities: 1) sexual abstinence; 2) family formation; 3) STD facts; 4) love, lust, infatuation; and 5) the SAFE plan (a four-step plan to resist sexual activity). A year after the program ended, students participating in the intervention were less likely to report having ever had sex. Go to*Heritage Keepers Abstinence Education* for more information.

The Administration for Children and Families (ACF) encourages applicants to consider the following approaches as they seek to design effective programs:

- The research on effective abstinence programs suggests that they are based on sound theoretical frameworks (e.g., social cognitive theory, theory of reasoned action, or theory of planned behavior, etc);
- The use of intense, high dosage (at least 14 hours) programs implemented over a long period of time[Kirby, 2001];
- The use of programs that encourage and foster peer support of decisions to delay sexual activity [Trenholm 2007];
- The use of programs that select educators with desired characteristics (whenever possible), train them, and provide monitoring, supervision, and support [Kirby 2007]; and,
- The use of programs that involved multiple people with expertise in theory, research, and sex and STD/HIV education to develop the curriculum [Kirby 2007].

Applicants must show knowledge of the existing evidence with respect to effective teen pregnancy prevention programs generally and abstinence-related programs in particular. Applicants must also show how their proposed approach reflects a clear understanding of this evidence base, and on research related to adolescent development and decision-making, and seeks to test an approach that is consistent with and that will build upon the existing evidence base. We are seeking proposals of approaches that will build our knowledge of effective and promising approaches to reducing teen pregnancy and sexually transmitted infections (STIs).

**5. Target Populations**

Abstinence education programs are to focus on the social, psychological, and health development of groups that are most likely to bear children out-of-wedlock. One such population of young people who are significantly more likely than their peers to become pregnant or to father a child at an early age are youth who are in or aging out of foster care. In one study of a sample of youth in foster care (average age 15.3 years old), half reported having experienced consensual sexual intercourse. Of those, 40.5 percent reported being 13 or younger at age of first consensual intercourse (James et al, 2009). Another study found that nearly half of the young women in the foster care sample reported a pregnancy by age 19, which was more than twice the rate of their non-foster care peers (Bilaver and Courtney, 2006).

Examples of other high-need populations include:

*Sexual Minority Youth.* As applicants design their programs, ACYF/FYSB encourages them to consider the needs of lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth and how their programs will be inclusive of and non-stigmatizing toward such participants. Lesbian, gay, bisexual, and transgender (LGBT) youth face social stigma, discrimination, and frequent rejection by their families that put them at risk for a host of negative outcomes, including increased risk for HIV and STDs (Cochran et al, 2002). One study found that, compared with LGBT young adults who experience very little or no parental rejection, LGBT young adults who experienced high levels of rejection were more than three times as likely to engage in unprotected sexual behaviors that put them at increased risk for HIV and other STIs (Ryan et al, 2009). In a representative sample of 4,159 9th to 12th grade students in public high schools in Massachusetts, gay, lesbian, and bisexual (GLB) respondents were more likely to have reported sexual intercourse in their lifetime, an increased number of sexual partners, and experienced sex against their will (Garofalo et al., 1998). A study of five school-based cohorts found that GLB students reported higher HIV risk behaviors (i.e., drug use, condom use) than their heterosexual peers, with even higher risk (two to four times) among GLB students with a history of sexual abuse (Saewyc et al., 2006). "Some studies suggest that lesbian, gay, and bisexual (LGB) youth may in fact be at increased risk for pregnancy."

The following study provides evidence from a British Columbia study on the statistically significant increased risks of pregnancy for both LB females and GB males: it states "... lesbian, gay, and bisexual teens in British Columbia are at significantly higher risk for pregnancy involvement during their teen years than their heterosexual peers, with odds of 2 to 7 times the rate of heterosexual students pregnancy involvement."

*African American Youth.* African American youth have higher rates of STIs than other groups. The gonorrhea rate is approximately 20 times higher among African American adolescents ages 15 to 19 than their white peers in the U.S. (CDC, 2009). The Chlamydia rate is approximately eight times higher among African American ages 15 to 19 than their White peers (CDC, 2009).

*Latino Youth.* Latino youth also have higher rates of STIs than other groups. The gonorrhea rate is approximately two times higher among Latino adolescents ages 15 to 19 than their white peers in the U.S. (CDC, 2009). The chlamydia rate is approximately two times higher among Latino adolescents ages 15 to 19 than their White peers (CDC, 2009).

*American Indian/Alaska Native Youth.* American Indian/Alaska Native (AI/AN) youth show high vulnerability related to sexual risk behavior. National surveys indicate that 59 percent of AI/AN youth report having had sexual intercourse compared with 46 percent of adolescents overall, and that AI/AN adolescents have 20 percent higher birth rates than White adolescents (Oman et al., 2006). Rates of primary and secondary syphilis among AI/AN males aged 15-19 increased between 2008 and 2010 to emerge as the highest rate of infection among racial/ethnic groups after African American youth. The rate of Chlamydia among the AI/AN population is more than four times the rate among Whites (CDC, 2010). Urban AI/AN youth have emerged as a population of special interest as data arises on this group. Youth Risk Behavior Survey (YRBS) data from 1997-2003 indicate over twofold higher sexual behaviors and pregnancy among AI/AN youth in urban areas compared to their White counterparts (Rutman et al., 2008).

*Homeless Youth.* Pregnancy is also far more common among homeless girls and young women than among their housed peers. At least one national study found that homeless teenage girls (ages 13 to 15) are 14 times more likely to become pregnant than housed girls (Levin, Bax & Shoggen, 2006). An earlier study (Greene and Ringwalt, 1998) revealed that young women (aged 14 to 17) who were living on the streets had lifetime pregnancy rates of 48 percent, followed by homeless young women in shelters (33 percent). By comparison, at that time, housed youth were exhibiting pregnancy rates under 10 percent.

Applicants should cite local and state demographics to support the population of interest in their specific plans.

## 6. Performance Measurement

All grantees are expected to report regularly on performance measures that aid ACF and the grantee in tracking program activities. Grantees must have in place procedures and systems for collecting and quality checking performance data. Generally, there are five broad categories of performance measures that ACF anticipates all grantees will be required to track: (1) output measures (e.g., number of youth served, hours of service delivery); (2) fidelity/adaptation to a chosen evidence-based intervention, if applicable; (3) implementation and capacity building (e.g., community partnerships, competence in working with the identified population); (4) outcome measures (e.g., behavioral, knowledge, and intentions); and (5) community data (e.g. STIs, birth rates, etc.). Grantees are encouraged to develop additional indicators of program performance.

## 7. Implementation Evaluation

All grantees will conduct implementation evaluations of their programs. Applicants shall describe their capacity to conduct an implementation evaluation, and will describe the plan for such an evaluation. It is expected that, in most cases, and independent evaluator will be needed for the implementation evaluation.

The descriptive implementation evaluation should document program content and operations. This evaluation should be aligned with the proposed logic model, and should be designed to achieve the following aims:

- To describe and document the intervention design and operations within the organization/agency in adequate enough detail to be useful to those who may wish to replicate the program/strategy.
- To document the extent to which the intervention is implemented with fidelity, meaning the extent to which the actual program implementation matched the intended program implementation. For additional guidance applicant can refer to the Monitoring Fidelity Tip Sheet.
- To document the experiences of program participants, including via qualitative data collection and analysis.

The evaluation should document and assess key aspects of program implementation, such as:

- *Program activities:* What were the key program components? What curriculum or curricula was used for the program?
- *Recruitment:* What was the target population for the program? How did the program recruit participants?
- *Dosage*: How much of the planned program was delivered to participants? How many hours of service did each participant receive?
- *Quality*: How well were the different program components conducted? Were the main program elements delivered clearly and correctly?
- *Participant responsiveness:* To what extent were program participants attentive and engaged?
- *Program reach*: What participation rates did the program achieve? What completion rates (i.e. the rate at which participants completed the program) did the program achieve? Did the actual program participation rates match the intended participation rates?

In addition, the evaluation may consider over-arching organizational factors which may have influenced program implementation. For example, the evaluation might describe resources (such as fidelity monitoring and feedback) that were available to ensure that program administrators had the skills necessary to implement the program.

Multiple data collection modalities will be needed to collect sufficient data for this effort. These may include document reviews, interviews, focus groups, and site visits.

Impact evaluation is not required and applicants are not required to discuss impact evaluation.

## 8. Program Requirements

The required application components for Competitive Abstinence Education funding are as follows:

The CAE program will support projects that are designed to promote abstinence education as defined by Section 510(b)(2) in Title V of the Social Security Act, for adolescents with a focus on those groups which are most likely to bear children out-of-wedlock . Applicants:

- Must describe how they will use the funds to promote abstinence education as defined by A-H, for the reduction of pregnancy rates and birth rates for youth populations, especially youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances.
- Are not required to provide information on contraception, except as required by Section 317P(c)(2) of the Public Health Service Act. In general, any information on contraceptives must be medically accurate and should include information on the effectiveness or lack of effectiveness of the type of contraception discussed in the curriculum and intervention.
- Must ensure that all aspects of the program are medically accurate, developmentally appropriate, including being welcoming and accessible to LGBTQ youth.
- Must show that all aspects of the proposed project are consistent with the definition of abstinence education pursuant to A-H of Section 510(b)(2) of the Social Security Act. Additionally, proposed projects must meet the content requirements described below.
- Agree that adolescents provided abstinence education under this award, will not receive any other education regarding sexual conduct over the course of the project period, except that, in the case of an entity expressly required by law to provide health information or services, the adolescent can be provided such health information or services in a different setting than the setting in which the abstinence education is provided. Applicants will be required to prepare, sign and submit with their applications a document of assurance that speaks to this separation of Federal abstinence education services and private abstinence and/or sex education services. An example of an acceptable statement of assurance is provided. "See the*Appendix* at the end of this announcement for required assurances."
- Must provide an assurance that the applicant has in place, or will have in place prior to receiving an award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin, will publicize such policies and must ensure that all sub-awardees also meet this requirement. Awardees must ensure that all youth serving staff are trained to prevent and respond to harassment or bullying in all forms. Programs serving youths must be prepared to monitor claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. As an assurance, all applicants must sign and return the Anti Stigma Protections Form. "See the *Appendix* at the end of this announcement for required assurances."
- Must demonstrate how the proposed approach incorporates the available evidence base and builds on existing evidence of what works and what doesn't in teen pregnancy prevention and abstinence program.

**9. Content Requirements**:

A curriculum must not contain material that contradicts the A-H elements. The grantee may determine the relative emphasis to place on each of the A-H components of Section 510(b)(2) with the funds expended under this program.

- Educational materials must have as their exclusive purpose teaching the social, psychological, and health gains to be realized by abstaining from sexual activity.
- A curriculum or intervention must not promote or encourage sexual activity outside of marriage.
- A curriculum must be age-appropriate with regard to the developmental stage of the intended audience.

**10. Medical Accuracy**

Programs supported with these funds must be medically accurate. Applicants can take different approaches to covering issues of values; however, youth participating in the program should be able to distinguish between factual information that is being presented and discussions of values and opinions on which individuals may disagree.

Medical accuracy means that medical information must be verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals where applicable, or be comprised of information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete. As a condition of receiving a grant under this announcement, grantees must certify that all abstinence education materials that are presented as factual will be grounded in scientific research. Frequently, prevention programs have used advisory boards or review panels of local professionals or youth educators to act as program and material reviewers. These bodies can help programs ensure the credibility and accuracy of their interventions and selected educational materials.

Grantees are not required to provide information on contraception except in the instances where they produce materials subject to Section 317P(c)(2) of the Public Health Service Act, 42 U.S.C. § 247b-17(c)(2). In general, any information on contraceptives must be medically accurate and should include information on the effectiveness or lack of effectiveness of the type of contraception discussed in the curriculum, including condoms. Grantees should not use interventions that rely on fear-based messaging as a means to support or sustain education objectives. Interventions based on fear-based messaging lack grounding in established psychosocial theory and have not demonstrated rigorous evidence of effectiveness; one of the few abstinence-only interventions to demonstrate efficacy through rigorous evaluation specifically avoided such an approach[v].

**Section 317P(c)(2) of the Public Health Service Act**

Mass produced educational materials used by the Department of Health and Human Services (HHS) grantees that are specifically designed to address sexually transmitted diseases (STDs), including human papilloma virus, are required by Section 317P(c)(2) of the Public Health Service Act, 42 U.S.C. § 247b-17(c)(2), to contain medically accurate information regarding the effectiveness or lack of effectiveness of condoms in preventing the sexually transmitted disease(s) the materials are designed to address. This requirement applies to materials mass produced for the public and health care providers, including curriculum. In 2006, the Government Accountability Office (GAO) noted that:

> "Section 317P(c)(2) of the Public Health Service Act, 42 U.S.C. 247b-17(c)(2) (2000), requires educational and prevention materials prepared and used by the Secretary of (HHS) and HHS grantees, among others, to contain medically accurate information on condom effectiveness when such materials are specifically designed to address sexually transmitted diseases. Section 317P(c)(2) would apply to educational materials prepared and used by recipients of federal abstinence education grants, depending upon the substantive content of those materials."

Abstinence Education: Applicability of Section 317P of the Public Health Service Act, B-308128, Oct. 18, 2006, available online at http://www.gao.gov/products/B-308128.

**11. Additional Program Requirements**

The acceptance of Federal funds under this FOA will signify agreement by the grantee that it will comply with the following requirements:

Have the project fully functioning within 90 days following the Notice of Award for the grant. Submit in a timely manner to the Federal Project Officer and Grants Management Specialist (as requested) all performance indicator data, and program and financial reports, in recommended format (to be provided). ACYF prefers and will accept the final report on disk or electronically using a standard word-processing program. Submit all required reporting on time and in the appropriate format. See *Section V1.3 Reporting*.

All grantees must participate in a Grantee Introductory Meeting conference call. The initial meeting is expected to be held shortly after the official award date

### 12. Award Selection

To be selected to receive a grant, an applicant must demonstrate the following:

- Documented experience in the areas of abstinence an/or adolescent pregnancy prevention education;
- Organizational executive leadership and staffing structure that will support full program implementation within 90 days of grant award;
- A record of demonstrated effectiveness in providing services which are culturally and linguistically relevant to the populations being served.

**Endnotes**


[1] Catalano, R. F., Hawkins, J. D., Berglund, M. L., Pollard, J. A., & Arthur, M. W. (2002). Prevention science and positive youth development: competitive or cooperative frameworks?*Journal of Adolescent Health, 31*(6, Supplement), 230-239.

[2]Scher, L., Maynard, R.A., & Stagner, M. (2006). Interventions intended to reduce pregnancy-related outcomes among adolescents. *Campbell Systematic Reviews.*

[3] Gavin, L. E., Catalano, R. F., David-Ferdon, C., Gloppen, K. M., & Markham, C. M. (2010). A Review of Positive Youth Development Programs That Promote Adolescent Sexual and Reproductive Health.*Journal of Adolescent Health, 46*(3, Supplement), S75-S91.

[4] Centers for Disease Control and Prevention: Adverse Childhood Experiences (ACE) Study, Major Findings http://www.cdc.gov/ace/findings.htm

[5] Bilaver, L.A., & Courtney, M.E. (2006). Foster Care Youth. *Science Says*, 27.

[6] Thrane, L. E., Chen, X. (2012). Impact of running away on girls' pregnancy. *Journal of Adolescence, 35*, 443-449.

[7] Pecora, P. J., White, C. R., Jackson, L. J., & Wiggins, T. (2009). Mental health of current and former recipients of foster care: a review of recent studies in the USA. *Child & Family Social Work, 14*(2), 132-146.

[8] Powers, J. L., Eckenrode, J., & Jaklitsch, B. (1990). Maltreatment among runaway and homeless youth. *Child Abuse & Neglect, 14*(1), 87-98.


## II. Award Information

| | |
|---|---|
| Funding Instrument Type: | Grant |
| Estimated Total Funding: | $4,611,070 |
| Expected Number of Awards: | 9 |
| Award Ceiling: | $800,000 Per Project Period |
| Award Floor: | $200,000 Per Project Period |
| Average Projected Award Amount: | $500,000 Per Project Period |

**Length of Project Periods:**

Other

Awards made under this announcement will have one 24-month project and budget period.

Applicants will be expected to provide services through the entire 24 month project period such that roughly half of the funds are spent in the first year and half are spent in the second year.

**Additional Information on Awards:**
Awards made under this announcement are subject to the availability of Federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section*,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the*Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors.*

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Applicants must provide a 24-month budget and budget justification for the full 24-month project and budget period.  See *Section IV.2. The Project Budget and Budget Justification*.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of Federal funds awarded under this announcement.

## III. Eligibility Information

### III.1. Eligible Applicants

Eligible applicants are public and private entities that agree that, for adolescents to whom they provide, abstinence education under such grant, they will not provide any other education regarding sexual conduct, except that, in the case of being expressly required by law to provide health information or services, they shall not preclude the adolescent from seeking health information or services from them in a different setting than the setting in which abstinence education was provided.

Applicants may include, but are not limited to:

- State or County governments
- City or township governments
- Special district governments
- Independent and local school districts
- Public and state controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities/Indian housing authorities
- Nonprofits having 501(c)(3) status with the IRS
- Nonprofits without 501 (c)(3) status the IRS
- Private institutions of higher education
- For profit organizations other than small businesses
- Small businesses

Applicants serving an emerging, unserved, or underserved population or remote geographic area are encouraged to apply for funding under this FOA.  Collaborative efforts and interdisciplinary approaches are encouraged. Applications from collaborative groups (consortia) must identify a primary applicant responsible for administering the grant. The primary applicant must include a Memorandum of Understanding (MOU) for each partner organization.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

## III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

## III.3. Other

**DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements**

**DUNS Number Requirement**

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at http://fedgov.dnb.com/webform. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

**Central Contractor Registration (CCR) Requirement**

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or plan;

- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

## APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

### Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

### Application Submission Disqualifications

**Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov.** Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options.*

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement.** That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

> **Please Note**: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov

validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.**

**Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "*Request an Exemption from Required Electronic Application Submission*" in *Section IV.2. Content and Form of Application Submission.***

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

## Section IV. Application and Submission Information

### IV.1. Address to Request Application Package

FYSB Operations Center c/o LUX Consulting Group

Attn; Competitive Abstinence Education Program Funding

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Phone: (866) 796-1591

Email: fysb@luxcg.com

**Electronic Application Submission:**
The electronic application submission package is available at www.Grants.gov.

**Applications in Paper Format:**
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

**Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):**
Available at the Grants.gov Forms Repository website and at http://www.whitehouse.gov/omb/grants_forms.

**Federal Relay Service:**
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at

1-800-877-8339 (**TTY** - Text Telephone or **ASCII -** American Standard Code For Information Interchange).

## Section IV.2. Content and Form of Application Submission

### FORMATTING ACF APPLICATIONS

**For All ACF Applications:**

**Authorized Organizational Representative (AOR)**
The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

**Point of Contact**
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

**Application Checklist**
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

**Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review**.

**Observe page limitations.**
All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

**Application Package Components**
Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

| Application Package Components | Page Limitations |
|---|---|
| Required Standard Forms (SFs) and/or OMB-approved Forms | No page limitations. |
| Required Certifications and Assurances | No page limitations. |
| Project Summary/Abstract | Limited to one single-spaced page. |
| Project Description | Page Limitations and included items are listed later in this section. |
| Budget Justification | No more than 10 single-spaced pages and will not count against page limitations. |
| Proof of Legal Status/Proof of Non-Profit Status | No page limitations. |
| Appendices | Page Limitations and included items are listed later in this section. |

**ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:**

**Notice: The Administration for Children and Families has implemented required electronic application submission via *www.Grants.gov*. *Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.***

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

**Please read this section carefully before beginning application submission.** It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

**Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

**NOTE:** Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

**Signatures**

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

**Required OMB-Approved and Standard Forms (SFs)**

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

**Application Package Components**
Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

| **Application Package Components** | **Page Limitations** |
|---|---|
| Required Standard Forms (SFs) and/or OMB-approved Forms | No page limitations. |
| Required Certifications and Assurances | No page limitations. |
| Project Summary/Abstract | Limited to one single-spaced page. |
| Project Description | Page Limitations and included items are listed later in this section. |
| Budget Justification | No more than 10 single-spaced pages and will not count against page limitations. |
| Proof of Legal Status/Proof of Non-Profit Status | No page limitations. |
| Appendices | Page Limitations and included items are listed later in this section. |

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

**Applicants must follow the instructions provided in this section:**

**Carefully observe the file naming conventions required by www.Grants.gov.**
Limit file names to 50 characters and do not use special characters (example: &,-,*,%,/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (_) may be used to separate a file name.

**Use only file formats supported by ACF.**
It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and

will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

**Do not encrypt or password protect the electronic application files!**
If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**PAPER APPLICATION SUBMISSIONS:**

**The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order to submit an application in paper format.** See *Section IV.2.Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options*.

| **Application Package Components** | **Page Limitations** |
|---|---|
| Required Standard Forms (SFs) and/or OMB-approved Forms | No page limitations. |
| Required Certifications and Assurances | No page limitations. |
| Project Summary/Abstract | Limited to one single-spaced page. |
| Project Description | Page Limitations and included items are listed later in this section. |
| Budget Justification | No more than 10 single-spaced pages and will not count against page limitations. |
| Proof of Legal Status/Proof of Non-Profit Status | No page limitations. |
| Appendices | Page Limitations and included items are listed later in this section. |

**Copies Required**
Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

**Signatures**
An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

**Format Requirements for Paper Applications**

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

**Addresses for Submission of Paper Applications**
See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

**Page Limitations for Paper Format Application Submissions**
Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

**Page Limitations and Content of The Project Description and Appendices for All Application Formats:**

The application package must contain the following:

**Required Federal Standard Forms/Assurances/Certifications.**

**Table of Contents.** This section should reference the order of the application sections and provide page numbers. This should be page one of the application.

**Project Summary/Abstract.** The Project Summary/Abstract must accurately and concisely reflect the proposed project. Information on the format for the Project Summary/Abstract is provided under "The Project Description" later in this section.

**Project Description.** The applicant is strongly encouraged to use the evaluation criteria to organize its response. Specific information should be provided that addresses all components of each criterion. It is in the applicant's best interest to ensure that the project description is:

- Easy to read;
- Logically developed in accordance with the evaluation criteria;
- Adheres to recommended page limitations; and
- Includes page numbers.

In addition, the applicant should be mindful of the importance of using language, terms, concepts, and descriptions that are current and generally known and used in the field of teen pregnancy prevention and positive youth development as defined under this FOA.

**The Project Description is limited to 50 pages** and must be provided in the following order:

- Objectives and Need for Assistance;
- Outcomes Expected;
- Approach;
- Evaluation; and
- Organizational Profiles.

**Budget Documents.** The itemized budget and budget narrative documents must thoroughly describe how the proposed categorical costs are derived. There must be discussion on the necessity, reasonableness, and allocability of the proposed costs.

Applicants must outline proposed costs that support all project activities. Additionally, applicants must document travel expenses for staff to attend a national and regional meeting under the travel cost category of the budget.

**The Appendices are limited to 50 pages.** These documents may include but are not limited to: composition of board of directors; resumes and job descriptions for key staff; letters of support; third-party agreements such as letters of commitment or memoranda of agreement; and/or statistical information.

### Required Forms, Assurances, and Certifications

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms or at the Grants.gov Forms Repository unless specified otherwise.

| Forms / Assurances / Certifications | Submission Requirement | Notes / Description |
| --- | --- | --- |

| | | |
|---|---|---|
| **SF-LLL - Disclosure of Lobbying Activities** | If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant. | If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award. |
| **Survey on Ensuring Equal Opportunity for Applicants** | **Submission is voluntary.** Submission may be made with the application by the application due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*. Or, it may be submitted prior to the award of a grant. | Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope. |
| **Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)** | Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant. | Form is available at [http://www.hhs.gov /ohrp/assurances/forms /index.html.](http://www.hhs.gov/ohrp/assurances/forms/index.html) |
| **Competitive Abstinence Education Grant Program Assurance** | Submission required of all applicants with the application package. | Required for all applications. Assurance is found in the *Appendix* section at the end of the announcement. |
| **SF-424 - Application for Federal Assistance**<br><br>**and**<br><br>**SF-P/PSL -** | Submission is required for all applicants by the application due date. | Required for all applications. |

| | | |
|---|---|---|
| **Project/Performance Site Location(s)** | | |
| **SF-424A - Budget Information - Non-Construction Programs**<br>**and**<br>**SF-424B - Assurances - Non-Construction Programs** | Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. | Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. |
| **Certification Regarding Lobbying** | Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant. | Submission of this Certification is required for all applications. |

**SIGNATURES: For both the electronic and paper application submissions, the signature on the SF-424, SF-425B, and lobbying certification should be that of the AOR, even if the application is being submitted electronically by someone else.**

**Non-Federal Reviewers**
Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## The Project Description

### The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

**General Expectations and Instructions**
ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

**General Instructions for Preparing a Full Project Description**

**Introduction**
Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

**Table of Contents**

List the contents of the application including corresponding page numbers.

**Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

**Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated. Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the funding opportunity announcement.

**Outcomes Expected**

Identify the outcomes to be derived from the project.

As described in *Section I Funding Opportunity Description*, the purpose of this funding is to educate young people and create an environment within communities that supports adolescent decisions to postpone sexual activity.

Applicants are expected, where possible, to incorporate approaches that address the social and emotional well-being of children, youth, and families into the proposed project.

Examples of ways to incorporate this include:

- Ensure that the agency has policies and practices in place to adequately address issues related to trauma for youth involved in agency abstinence education programming;
- Develop and maintain partnerships with agencies that have capacity to address trauma such as domestic violence programs, special issue resource centers; and
- Provide trainings and resources to facilitators and staff working directly with youth on the impact of traumatic experiences on adolescent decision making.

**Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

If the applicant is proposing a consortia, the application should include a partnership agreement between the applicant and the project partner(s) that includes a description of roles and the relationship between the applicant and project partner. The agreement(s) should be signed by all parties. Such agreements may also address topics such as regularly providing detailed records documenting appropriate expenditures of grant, cooperation with monitoring efforts, and the project partner(s) ability to meet all the requirements of CAE funding.

**Applicant Approach Activities**

All applicants must detail a plan for addressing CAE requirements and the expected activities for delivering the CAE intervention(s) to the target population(s). The application should describe the approach the applicant proposes to take for the entire 24-month project period, including how they will ensure provision of services at the same level through the entire project period. The description of the proposed project should include, at a minimum, but is not limited to, the following elements:

- Identification of the lead entity that will be responsible for administering the grant. If a consortia or collaborative are being proposed, the application should include in detail the roles and responsibility of each project partner. If partnering organizations have active roles, they should include logic models depicting the subset of their activities, objectives, and goals in alignment with the overall project model.

- A description of how the intervention will be implemented. The description must clearly relate to project(s) objectives and must address intensity of services.
- The range of mechanisms that will be used to deliver services and the actual services themselves (i.e. school-based programs and/or youth development programs). The description should include information about how referrals will be made to other services and programs, when appropriate.
- How the project will emphasize abstinence for the prevention of pregnancy and sexually transmitted infections.
- A description of the rationale for selecting the target population, as well as a realistic estimate of the overall number of program(s) participants expected to participate in each year of the project.
- Break out the types of participants by age groups, specifically ages 10 to 14 and 15 to 19 - and race and ethnicity and other risk factors.
- Identification of strategies that will be used to effectively recruit and retain youth participants.
- Identification of the method utilized that will ensure that facilitators/educators who will deliver the program( s) have been or will be formally trained in the program model or elements of the program model and this training is delivered by professionals who can provide follow-up technical assistance to facilitators.
- As appropriate, state how the project will be coordinated, integrated, and linked to existing services within the service area.
- A plan for sustainability that details how the proposed project approach will create self-sufficiency and help to ensure that the project will continue after federal funding ends. Applicant may include information on plans to secure additional financial resources.
- A plan for medical accuracy.
- A plan for cultural and linguistic competence, and accessibility to LGBTQ youth.
- Applicants must describe their capacity and readiness to report on the performance measures described in *Section VI.3. Reporting*.

**Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

**Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

**Logic Model**
Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

**Project Sustainability Plan**
Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

**Organizational Capacity**
- Organizational charts
- Board of Directors
- Contact persons and telephone numbers
- Documentation of experience in the program area

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

**Third-Party Agreements**

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

**Letters Of Support**
Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

**The Project Budget and Budget Justification**
All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

***Special Note:*** *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is $179,700 (http://www.opm.gov/oca/12tables/html/ex.asp). This amount reflects an individual's base salary* ***exclusive*** *of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a narrative budget justification for the proposed project that is being fully funded (the budget period and project period are the same). The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Budgets and budget justifications should include the costs of sending one key staff person to attend the 2 or 3-day adolescent pregnancy prevention grantee meetings in Washington, DC twice during the project period.

**General**

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

**Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

**Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

**Travel**

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

**Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

**Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

**Contractual**

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 C.F.R. Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. § 403(11), currently set at $100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

**Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

**Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

**Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## Application Submission Options

**Electronic Submission via www.Grants.gov**

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See "Get Registered" at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
    - Submission by the due date and time; and
    - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.

- **Read and observe all application submission requirements provided at** http://www.grants.gov/applicants/apply_for_grants.jsp.
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications.*
- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at:1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

**Application Validation at www.Grants.gov**

After an applicant submits an application; Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or re-submitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application and are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

**Request an Exemption from Required Electronic Application Submission**

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

***Please Note:*** electronicappexemption@acf.hhs.gov **may be used only to request an exemption from required application submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII*. of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be ***received by*** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

**Paper Format Application Submission**

**An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission.*"**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at http://www.dnb.com. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

**There is the possibility of heavy traffic at the CCR website on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

### IV.3. Submission Dates and Times

Due Date for Applications: **08/06/2012**

**Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

**Electronic Applications**

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

**Please note:**

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**Mailed Paper Format Applications**

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

**Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

**No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

**Extensions and/or Waiving Due Date and Receipt Time Requirements**

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

**Acknowledgement from www.Grants.gov of an electronic application's submission:**

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission**.** The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

**Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

**Acknowledgement from ACF of a paper format (hard copy) application's submission:**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

## IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.
Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary

Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

### IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Applicants or any of their subawardees may not use federal or matching funds under this award to support inherently religious activities, including, but not limited to, religious instruction, worship, prayer, or proselytizing (45 CFR Part 87).

Funds may be used to cover costs of personnel, consultants, equipment, supplies, grant-related travel, and other grant-related costs. Funds may not be used for building alterations or renovations, construction, fundraising activities, political education or lobbying. Funds under this announcement cannot be used for the following purposes:

- To supplant or replace current public or private funding.
- To supplant ongoing or usual activities of any organization involved in the project.
- To purchase or improve land, or to purchase, construct, or make permanent improvements to any building.
- To reimburse pre-award costs.
- To support planning efforts and other activities associated with the development and submission of the grant applications.

Funds must be used in a manner consistent with program requirements as outlined in this announcement.

Allowable administrative functions/costs include:

- Usual and recognized overhead, including indirect rates for all consortium organizations that have a federally approved indirect cost rate; and
- Management and oversight of specific project components funded under this program.

Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this FOA.

### IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

**Submission By Mail**

ACYF Operations Center c/o Lux Consulting Group

Attn; Competitive Abstinence Funding

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

**Hand Delivery**

ACYF Operations Center c/o Lux Consulting Group

Attn; Competitive Abstinence Funding

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

**Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.
For all submissions, see *Section IV.3* for information on due dates and times.

## V. Application Review Information

### V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

| Objectives, Outcomes and Need for Assistance | Maximum Points: 20 |
|---|---|

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

1. The application describes a clear need for the proposed project and a clear plan for how the project will address those needs.
2. The application clearly identifies and justifies the target population (jurisdictions) to be served under the proposed project and provides current STI/Teen Pregnancy data to support the selection of service area(s).
3. The application presents a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
4. The application demonstrates a sound relationship between planned project activities and intended outcomes and outputs (see logic model).

5. The application incorporates approaches that address the social and emotional well-being of children, youth, and families into the proposed project.
6. Application proposes a program that will meet the diverse needs of participants, including sexual and gender minorities.

| **Approach** | **Maximum Points: 35** |
|---|---|

In reviewing the approach, reviewers will consider the extent to which:

1. The application provides a clear and reasonable process and timeline for conducting the proposed activities, including major milestones and target dates
2. The application describes its plans designed to ensure implementing the project within *90* days of an award.
3. The application describes an approach that reflects a thorough understanding of abstinence education as defined by *Section I.* of this FOA.
4. The application demonstrates that its proposed approach is likely to result in the establishment of a high-quality, effective abstinence education program that is culturally responsive to the target population(s), including gender and sexual minorities within that target population, and reflects up-to-date knowledge on the subject of teen pregnancy prevention.
5. The application demonstrates a clear understanding of issues associated with establishing a mechanism for ensuring that the project prioritizes high-risk groups and ensures that all services to young people will be voluntary.
6. The application clearly demonstrates that the information and resources delivered are medically accurate and age appropriate.
7. The applicant should include a plan for incorporating a positive youth development approach, including targeting risk and protective factors in young peoples lives that are known to influence sexual activity and taking into account the trauma needs of vulnerable youth.
8. The applicant describes a plan to replicate a program intervention that has been rigorously evaluated or an innovative approach to abstinence by explaining how the project builds upon the existing evidence base in both abstinence and other pregnancy prevention programs that may have elements that can prove useful in this context.
9. The application should include a plan for sustainability that details how the proposed project approach will create self- sufficiency and help to ensure that the project will continue after Federal funding ends.  Applicant may include information on plans to secure additional financial resources.

| **Evaluation** | **Maximum Points: 10** |
|---|---|

In reviewing the evaluation, reviewers will consider the extent to which:

1. The application clearly describes the methods that will be used to determine if the project results are being achieved.
2. The application describes a basic plan for conducting an implementation evaluation that will document and assessing key aspects of program implementation, potential barriers to implementation, and how the implementation evaluation will inform future implementation efforts.  The implementation evaluation must provide adequate enough detail to be useful to those who may wish to replicate the program/strategy.   Specifically:
    - Applicants shall describe their capacity to conduct an implementation evaluation;
    - Applicants shall describe the plan for such an evaluation, including the timing of the evaluation, data collection modalities, and resources devoted to the evaluation;
    - Applicants shall detail whether an independent evaluator will be needed for the implementation evaluation (and if not, why an independent evaluator will not be needed);

and

- Applicants shall discuss briefly the domains of program implementation it expects to document through the evaluation, such as program content and operations, participant recruitment and dosage, fidelity, program reach, the experiences and responsiveness of program participants, and over-arching organizational factors which may influence program implementation.

3. The extent to which evaluation plans to document the program outputs (Output examples include: the unduplicated number of clients served, total number of service hours received by clients, and the number of youth that complete at least 75% of the planned intervention(s) program.
4. The application describes the capacity and readiness to report on performance measures including (1) output measures (e.g., number of youth served, hours of service delivery); (2) fidelity/adaptation to a chosen evidence-based intervention, if applicable; (3) implementation and capacity building (e.g., community partnerships, competence in working with the identified population); (4) outcome measures (e.g., behavioral, knowledge, and intentions); and (5) community data (e.g. STIs, birth rates, etc.).

| **Organizational Profile** | **Maximum Points: 25** |
|---|---|

In reviewing the organizational profile, reviewers will consider the extent to which:

1. The application demonstrates relevant experience and expertise providing abstinence education services of the lead entity and any partner organizations.
2. The application documents an organizational executive leadership and staffing structure that will support full program implementation within 90 days of grant award, including its plan to ensure the effective management and coordination of activities by any partners, subgrantees, contractors and subcontractors, and consultants (if applicable).
3. The application includes an organizational chart and Board of Directors list and a partnership agreement for each project entity (if a consortium or partners are proposed).
4. The application demonstrates that the proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (as demonstrated by a resume or curriculum vitae) to institute and manage a project of this topic, size, scope, and complexity effectively.
5. The application clearly describes the role and responsibilities (e.g., job description) and time commitments for each proposed project staff position, including partners, subgrantees, consultants, contractors and/or subcontractors, is clearly defined; and are appropriate and relevant to the successful implementation of the proposed project.

| **Budget and Budget Justification** | **Maximum Points: 10** |
|---|---|

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. A detailed line-item budget of project costs is included and demonstrates how cost estimates were derived.
2. The proposed budget and budget justification are feasible for the proposed approach, logical, reasonable, and appropriate.
3. The application demonstrates that its fiscal controls and accounting procedures will ensure

prudent use, proper and timely disbursement, and accurate accounting of federal funds received under this FOA.
4. The budget and budget justification are free of errors.

## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

**Initial ACF Screening**

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

**Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

To be selected to receive a grant, an applicant must demonstrate the following:

- Documented experience in the areas of abstinence an/or adolescent pregnancy prevention education;
- Organizational executive leadership and staffing structure that will support full program implementation within 90 days of grant award;
- A record of demonstrated effectiveness in providing services which are culturally and linguistically relevant to the populations being served.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

**Approved but Unfunded Applications**

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

### V.3. Anticipated Announcement and Award Dates

FYSB expects that awards will be made by September 30, 2012. Unsuccessful applicants will be notified in writing subsequent to final determination of awards.

## VI. Award Administration Information

### VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in*Section IV.5. Funding Restrictions*.

### VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at [http://www.gpo.gov](http://www.gpo.gov).

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

**Prohibition Against Profit**

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

**Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct.* If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at http://www.hhs.gov/partnerships/about/regulations/. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at http://www.hhs.gov/partnerships/index.html and at the Administration for Children & Families: Toolkit for Faith-based and Community Organizations.

**Award Term and Condition under the Trafficking Victims Protection Act of 2000**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

**Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available atRequirements for Drug-Free Workplace.

**Debarment and Suspension**

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at https://www.epls.gov/, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

**Pro-Children Act**

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

**HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

## VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

**Performance Progress Reports (PPR)**

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found athttp://www.acf.hhs.gov/grants/grants_resources.html.

**Federal Financial Reports (FFR)**

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

| **For budget periods ending in the months of:** | **The FFR (SF-425) is due to ACF on:** |
|---|---|
| January 01 through March 31 | April 30 |
| April 01 through June 30 | July 30 |
| July 01 through September 30 | October 30 |
| October 01 through December 31 | January 30 |

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the ACF Funding Opportunity Website Forms page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's **Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement** implementing this requirement and additional award applicability information.

**SF-428 Tangible Property Report and SF-429 Real Property Status Report**

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

**Performance Measures**

All applicants and subawardees are required to monitor and report on program(s) implementation and outcomes through performance measures. Performance measures are intended for monitoring purposes and to provide feedback about whether grantees are implementing programs as intended and seeing outcomes as expected.

In the first year of the project, HHS will provide suitable performance measures that will be uniformly collected by grantees. By the end of the grant year, grantees will be required to report on these measures. HHS will provide training on how to implement performance measure data collection and reporting.

Generally, there are five broad categories of performance measures that HHS anticipates all grantees will be required to track: (1) output measures (e.g., number of youth served, hours of service delivery); (2) fidelity/adaptation; (3) implementation and capacity building (e.g., community partnerships, competence in working with the identified population); (4) outcome measures (e.g., behavioral, knowledge, and intentions); and (5) community data (e.g. STIs, birth rates, etc.).

## VII. Agency Contacts

### Program Office Contact

Jewellynne Tinsley
U.S. Department of Health and Human Services
Administration on Children, Youth and Families
1250 Maryland Ave, SW.
Washington, DC 20024
Phone: (202) 205-9462
Email: Jewellynne.Tinsley@ACF.hhs.gov

### Office of Grants Management Contact

Lisa Dammar
Administration for Children and Families
Office of Grants Management
c/o LUX Consulting Group
8405 Colesville Road,Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: fysb@luxcg.com

**Federal Relay Service:**
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

## VIII. Other Information

### Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet http://www.hhs.gov/.

Administration for Children and Families (ACF) on the Internet http://www.acf.hhs.gov/.

Administration for Children and Families - ACF Funding Opportunities homepage http://www.acf.hhs.gov/grants/.

Catalog of Federal Domestic Assistance (C.F.D.A.) https://www.cfda.gov/.

Code of Federal Regulations (C.F.R.) http://www.gpo.gov.

United States Code (U.S.C) http://www.gpoaccess.gov/uscode/ .

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp.

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov http://www.grants.gov/applicants/email_subscription.jsp.

## Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

| What to Submit | Where Found | When to Submit |
|---|---|---|
| **SF-424 - Application for Federal Assistance**<br><br>**and**<br><br>**SF-P/PSL - Project/Performance Site Location(s)** | Referenced in *Section IV.2.* and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp. | Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.* |
| **SF-424A - Budget Information - Non-Construction Programs**<br><br>**and**<br><br>**SF-424B - Assurances - Non-Construction Programs** | Referenced in *Section IV.2.* and found at http:// www.acf.hhs.gov /grants/grants_resources.html. | Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*. |
| **Certification Regarding Lobbying** | Referenced in *Section IV.2.* of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html. | Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant. |
| **SF-LLL - Disclosure of Lobbying Activities** | "Disclosure Form to Report Lobbying" is referenced in *Section IV.2.* and found at http:// www.acf.hhs.gov /grants/grants_resources.html. | If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the |

| | | |
|---|---|---|
| | Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan. | award of a grant. |
| **Survey on Ensuring Equal Opportunity for Applicants** | Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.<br>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.<br>The survey will not count in the page limitations. | **Submission is voluntary.** Submission may be made with the application by the application due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*. Or, it may be submitted prior to the award of a grant. |
| **Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)** | Referenced in *Section IV.2. Forms, Assurances, and Certifications* of the announcement. Additional information and necessary forms are available at http://www.hhs.gov/ohrp/assurances/forms /index.html. This information may be submitted in the appendices to the application and will not count in the limitations listed in *Section VI.2. Formatting Requirements*. | Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant. |

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|---|---|---|
| **Competitive Abstinence Education Grant Program Assurance** | | |
| **The Project Description** | Referenced in *Section IV.2. The Project Description*. This is the title for the project narrative that describes the applicant's plan for the project. | Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*. |
| **The Project Budget and Budget Justification** | Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement. | Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*. |
| **Third-Party Agreements** | Referenced in Section IV.2. of the announcement under "Project Description." | If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award. |
| **Project Sustainability Plan** | Referenced in *Section IV.2. The Project Description* of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in *Section IV.2. Formatting Requirements*. | Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*. |
| **Logic Model** | Referenced in *Section IV.2. The Project Description* of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in *Section IV.2. Formatting Requirements*. | Submission is due with the application package by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*. |

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|---|---|---|
| **Table of Contents** | Referenced in *Section IV.2. The Project Description*. This is an element of the Project Description and will usually be counted in page limitations listed in *Section IV.2. Formatting Requirements*. | Submission is due as part of the Project Description by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*. |
| **Project Summary/Abstract** | Referenced in *Section IV.2. The Project Description* of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in *Section IV.2. Formatting Requirements*. | Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*. |
| **Letters of Support** | Referenced in *Section IV.2. The Project Desc*ription. This is an element of the Project Description and may count against page limitations set in *Section IV.2. Formatting Requirements*. | Submission is due by the application due date listed in the Overview and in *Section IV.3. Submission Dates and T*imes. |
| **Proof of Non-Profit Status** | Referenced in *Section IV.2. The Project Description* of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan. | Proof of non-profit status should be submitted with the application package by the due date listed in the *Overview* and *Section IV.3. Submission Dates and Times.* If it is not available at the time of application submission, it must be submitted prior to the award of a grant. |

## Appendices

**Appendices**

**ASSURANCES**

**Competitive Abstinence Education Grant Program**

**HHS-2012-ACF-ACYF-AR-0553**

*All applicants submitting an application under this funding opportunity announcement must sign and submit the following certifications with their application package. Print the document. The Assurance must be signed and dated by the applicant organizations Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at*[www.Grants.gov](http://www.Grants.gov) *. See Section IV.2. Formatting for more information on submission of this document.*

As the Authorized Organizational Representative (AOR) signing this application on behalf of

[*Insert full, formal name of applicant organization*]

I hereby attest and certify that:

(1) With respect to an adolescent to whom abstinence education is provided under the Competitive Abstinence Education Program, that adolescent will not be provided any other education regarding sexual conduct, except in the case of an entity expressly required by law to provide health information or services. In this circumstance, health information or services (expressly required by law) will be conducted in a different setting either in time or place than where and when the abstinence-only course is being conducted.

(2) All medical materials proposed in this application and funded during the project period of this grant are medically accurate.

(3) Any sub-awardees or subcontractors:

- Have in place or will have in place, within 30 days of grant award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;
- Will enforce these policies;
- Will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms, and;
- Have or will have, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: